

Sorting by Company Code - Tip #83

Tables which display Company info usually use the Company_Code to link the tables, rather than the Company_Name. In some cases it may be necessary to sort a selection of records by Company_Name. If the records were sorted by Company_Code they might not be in alphabetical order by name, due to the fact that the Company_Code is a number.

To sort records by Company_Name follow the steps below.


Example:

A user needs to sort a group of 11 records in the [Commercial_Leads] table by Company_Name.

11 records in [Commercial_Leads] table, ordered by Company_Code

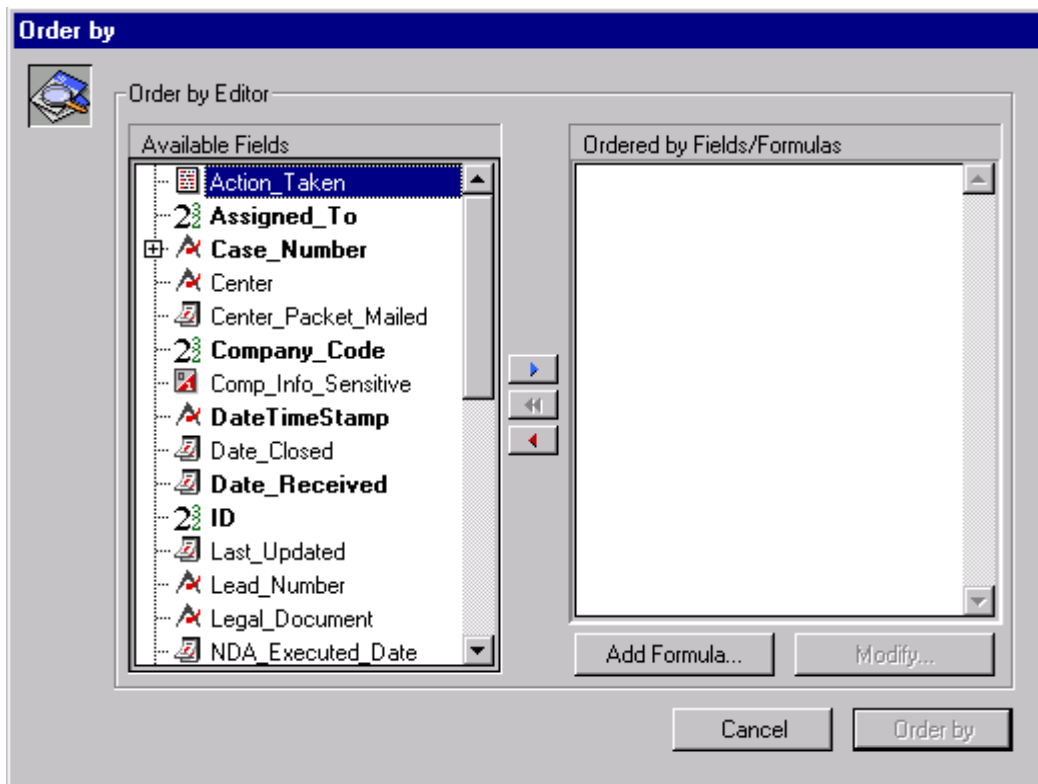
Date Received Response D	Lead Number	Company Name	Company PO	Case Number	Assign To	Close Date
00/00/00 00/00/00	LED13-8					00/00/00
08/10/1997 00/00/00	LED13-18	Baminger Patents, Inc.				00/00/00
02/10/2001 00/00/00	LED13-11	Photon Research				00/00/00
12/07/1998 00/00/00	LED13-2	Lockheed Martin Stennis	Jeff Eberhart			00/00/00
01/01/2001 00/00/00	LED13-15	Xavier University Of Louisiana				00/00/00
03/15/1998 00/00/00	LED13-19	King Electronics, Co.				00/00/00
06/18/1998 00/00/00	LED13-13	Zortech Corporation				00/00/00
07/19/2000 00/00/00	LED13-14	EARTHWATCH INC				00/00/00
05/16/2000 00/00/00	LED13-12	Research & Development				00/00/00
00/00/00 00/00/00	LED13-9	NASA Commercial				00/00/00

Find by... POCs Dates Case No. Query

The user clicks the  (Order by) button and finds that the Company_Name field is not in the Available Fields list.

Order by Editor

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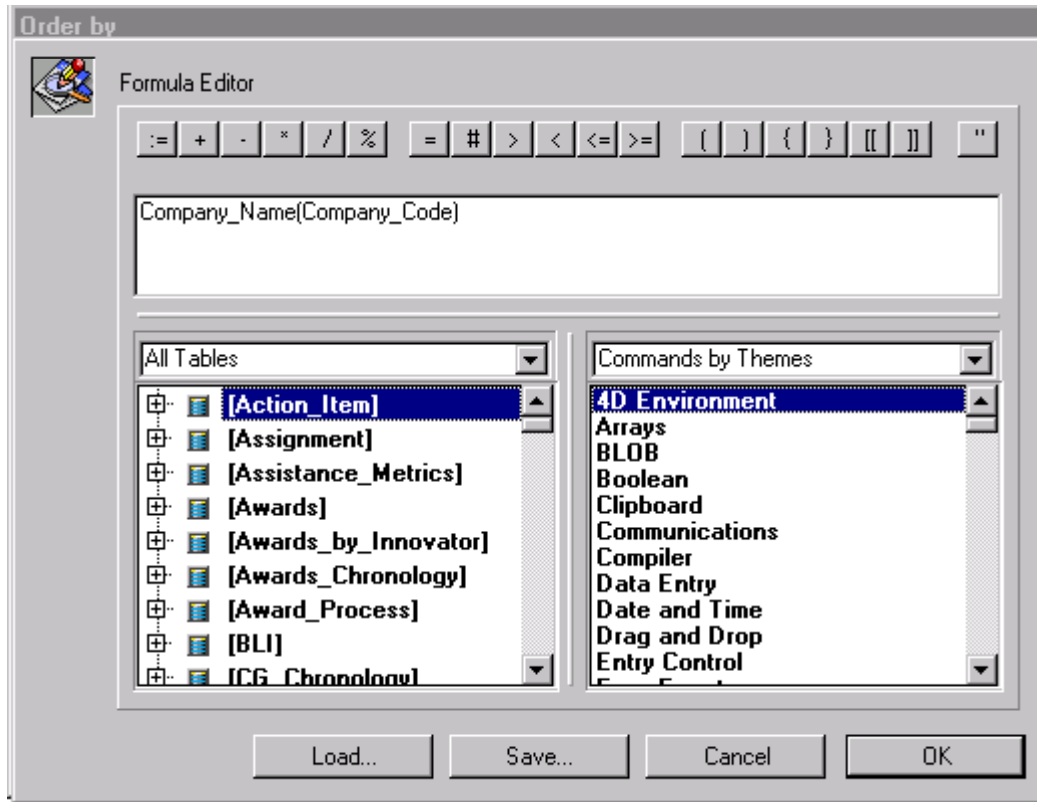


Step 1:

The first step the user would take is to click the *Add Formula* button in the Order by Editor. This will bring up the Formula Editor.

Formula Editor

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Step 2:

The second step would be to enter the expression needed to sort the records by Company_Name. The expression used is:

Company_Name(Company_Code)

After typing this expression into the Formula Editor window, the user should click the *OK* button. Clicking the *OK* button will bring the user back to the Order by Editor. The user should then click the *Order by* button.

After clicking the Order by button the records should be in alphabetical order by Company_Name.

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Commercial_Leads: 11 records in selection

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00/00/00 00/00/00	LED13-8					00/00/00
09/10/1997 00/00/00	LED13-18	Barringer Patents, Inc.				00/00/00
04/18/1998 00/00/00	LED13-17	DEGUSSA HULS CORP				00/00/00
07/19/2000 00/00/00	LED13-14	EARTHWATCH INC				00/00/00
03/15/1998 00/00/00	LED13-19	King Electronics, Co.				00/00/00
12/07/1998 00/00/00	LED13-2	Lockheed Martin Stennis	Jeff Eberhart			00/00/00
00/00/00 00/00/00	LED13-9	NASA Commercial				00/00/00
02/10/2001 00/00/00	LED13-11	Photon Research				00/00/00
05/16/2000 00/00/00	LED13-12	Research & Development				00/00/00
01/01/2001 00/00/00	LED13-15	Xavier University of Louisiana				00/00/00

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